

## Unit 12: Punctuation, Abbreviations, and Numbers

### Lesson 75

## End Punctuation: Period, Exclamation Point, and Question Mark

---

Use a period at the end of a declarative sentence and at the end of a polite command.

Nadine Gordimer won the Nobel Prize for Literature in 1991.  
Think of another author from Africa who won the Nobel Prize.

Use an exclamation point to show strong feeling and indicate a forceful command.

What a fabulous book!                      Read it!

Use a question mark to indicate a direct question.

Did Wole Soyinka of Nigeria win the Nobel Prize in Literature?

A declarative sentence containing an indirect question does not take a question mark.

Juanita asked if Naguib Mahfouz from Egypt had also won the prize.

---

### ► Exercise 1 Add end punctuation as needed.

Sarah asked if she could come with us to the dance recital

1. The America's Cup is the world's most important yachting race
2. The race is held every three years in waters near the country that holds the cup
3. The America's Cup has been held 29 times, and one country has won the competition 28 of them
4. The U.S. domination of this race is without parallel in the history of sports
5. Only once, in 1983, has a non-American boat ever won the America's Cup
6. Can you guess from which country this winner hailed
7. The answer is Australia
8. Have you ever wondered what it would be like to sail on one of the sleek yachts that compete in races like the America's Cup
9. Many sailors wonder whether any thrill can match the feeling of sailing a large, beautiful yacht powered only by a stiff breeze
10. However, sailing a big boat like those that compete for the America's Cup is plenty of hard work

11. More than anything, crew members need strong muscles
12. In the 1995 race, a boat with a unique crew competed in the qualifying trials in San Diego
13. The boat, named *America*<sup>3</sup>, was owned by Bill Koch, who had won the America's Cup in 1992.
14. Bill Koch wanted to find out if a crew composed entirely of women could compete in the America's Cup
15. All but one crew member were female
16. Many people wondered if the women of *America*<sup>3</sup> could compete with more experienced, all-male crews
17. Doubters quickly found out, as *America*<sup>3</sup> won its first race in San Diego on January 13, 1995
18. Even though many of the crew members did not have much sailing experience, they melded together their experience as rowers, weightlifters, and sailors
19. The crew of 28 worked together to rig sails, maneuver the boat through the course, and react quickly to changes in wind speed and direction
20. Although *America*<sup>3</sup> did not win the qualifying trials, fans of yacht racing everywhere gained respect and admiration for this groundbreaking crew

► Exercise 2 Place a check (✓) beside each sentence that is punctuated correctly.

- \_\_\_\_\_ Don't touch that wire!
- \_\_\_\_\_ 1. Kevin's uncle called to ask whether he would like to go sailing with him?
- \_\_\_\_\_ 2. Kevin didn't hesitate a second before saying yes!
- \_\_\_\_\_ 3. To Kevin, sailing was the most relaxing—and the most interesting—way to spend time that he knew.
- \_\_\_\_\_ 4. To move with the wind across the water made Kevin feel like a part of nature!
- \_\_\_\_\_ 5. The trick was to prepare the sailboat to take advantage of the prevailing wind conditions?
- \_\_\_\_\_ 6. On the drive to the lake, Kevin smiled when he noticed the leaves on the trees they passed dancing in the stiff breeze.
- \_\_\_\_\_ 7. The sun was warm—but not too warm—on his arm!
- \_\_\_\_\_ 8. Looks like a perfect day for sailing, he thought to himself.
- \_\_\_\_\_ 9. "Don't you love to see all the different-colored sails on the lake?"
- \_\_\_\_\_ 10. Kevin had to agree with Uncle Rob?
- \_\_\_\_\_ 11. As their van pulled up to the dock next to the boat, several seagulls flew off with a loud braying laugh!
- \_\_\_\_\_ 12. Uncle Rob lifted Kevin's wheelchair onto the pier, and Kevin rolled quickly over to the docked sailboat.

Name \_\_\_\_\_

Class

Eng

Date \_\_\_\_\_

## Lesson 76 Colons

NTI - Day 2

Use a colon to introduce a list, especially after a statement that uses such words as *these*, *the following*, or *as follows*.

To bake the cookies you will need **these** ingredients: flour, sugar, butter, chocolate chips, baking powder, eggs, vanilla, and pecans.

Do not use a colon if a list immediately follows a verb or a preposition.

Elvis Presley's hit singles **include** "Heartbreak Hotel," "Hound Dog," and "Love Me Tender."

Use a colon to introduce material that illustrates, restates, or explains the preceding material. A complete sentence following a colon is usually not capitalized.

The Cleveland Browns, Phoenix Cardinals, and Seattle Seahawks have one thing in common: they have never played in the Super Bowl.

Use colons to introduce a long or formal quotation.

Eudora Welty's famous short story "Why I Live at the P.O." begins with the following words: "I was getting along fine with Mama, Papa-Daddy, and Uncle Rondo until my sister Stella-Rondo just separated from her husband and came back home again."

Quotations of poetry that are longer than one line and quotations of prose that are longer than five lines are generally written below the introductory statement and indented on the page.

William Wordsworth's poem "Tintern Abbey" contains these prayer-like words:

While with an eye made quiet by the power  
of harmony, and the deep power of joy,  
We see into the life of things.

Use a colon between the hour and minute of the precise time, between the chapter and verse in biblical references, and the salutation of a business letter.

4:12 A.M.

9:03 P.M.

Job 3:11

Dear Sir or Madam:

► **Exercise 1** Add colons as needed. Cross out colons used incorrectly using the delete (X) symbol. If the sentence is correct as written, write C in the blank.

\_\_\_\_\_ Grandfather's flight was due to arrive at the airport at 7:23 P.M.

\_\_\_\_\_ 1. The positions on a basketball team are as follows a center, two guards, and two forwards.

\_\_\_\_\_ 2. Paraguay and Bolivia share at least one important feature they are both without a coastline.

Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ 3. This morning's reading comes from II Samuel 7 16-24.
- \_\_\_\_\_ 4. The members of the Rock and Roll Hall of Fame in Cleveland include Chuck Berry, Buddy Holly, and Sam Cooke.
- \_\_\_\_\_ 5. The petition began with this statement "Because of our concern for the future of the earth, we strongly encourage Dunbar High School to begin a recycling program as soon as possible."
- \_\_\_\_\_ 6. Dear Returns Department
- \_\_\_\_\_ 7. Among the ingredients found on the gourmet pizza were goat cheese, spinach, pineapple, dandelion leaves, and duck sausage.
- \_\_\_\_\_ 8. While coffee is very popular in most countries; in a few, tea is the warm beverage of choice.
- \_\_\_\_\_ 9. Alana has a number of unusual hobbies, such as: playing traditional Hawaiian music, raising show pigeons, and collecting old bottle caps.
- \_\_\_\_\_ 10. My favorite line of poetry, because it sounds so much like bees buzzing, is the following by Tennyson: "the murmuring of innumerable bees."
- \_\_\_\_\_ 11. One question was uppermost in the mind of everyone in the room: how had the murderer been able to escape completely unseen by the maid?
- \_\_\_\_\_ 12. The strings of a guitar are tuned: E, A, D, G, B, and E.
- \_\_\_\_\_ 13. Sitting at the piano to help the students keep time properly was a metronome.
- \_\_\_\_\_ 14. It took a long time before I realized where the strange, fretful noises were coming from the llama was making them!
- \_\_\_\_\_ 15. The test in history will cover the following topics the Civil War, Reconstruction, and industrialism.
- \_\_\_\_\_ 16. The captain's decision left the soldiers with two choices obey the orders or be arrested for insubordination.
- \_\_\_\_\_ 17. Says Mark Twain about his beloved Mississippi River "The Mississippi is well worth reading about. It is not a commonplace river, but on the contrary is in all ways remarkable."
- \_\_\_\_\_ 18. The Bible on the table lay open to Jeremiah 35:1-14.
- \_\_\_\_\_ 19. According to the bus schedule, the crosstown bus is supposed to leave here at 1155.
- \_\_\_\_\_ 20. Martha's cat Tigger lives for one thing alone: to be picked up and petted for hours on end.

## Lesson 77

# Semicolons

NTI - Day 3

Use a semicolon to separate main clauses that are not joined by a coordinating conjunction (*and, but, or, nor, yet* and *for*).

The English word *salary* has an interesting history; based on the Latin word for "salt," it comes from the fact that Roman soldiers were paid money to buy salt.

Use a semicolon to separate main clauses joined by a conjunctive adverb (such as *however, therefore, nevertheless, moreover, furthermore, and consequently*) or by an expression such as *for example* or *that is*. In general a conjunctive adverb or expression such as *in fact, for example, or that is* is followed by a comma.

Which state has the most interesting and unusual place names would be a lively debate; **however**, Maine, with names such as Passamaquoddy, would certainly be in the running.

Use a semicolon to separate the items in a series when these items contain commas.

Interestingly, three important twentieth-century American poets who held jobs outside of literature are William Carlos Williams, a doctor; Wallace Stevens, an insurance company executive; and T. S. Eliot, a banker.

Use a semicolon to separate two main clauses joined by a coordinating conjunction when such clauses already contain several commas.

India is perhaps best known for its masses of poor people living on the edge of disaster, one meal away from starvation; but it must also be remembered as the world's largest, liveliest democracy, where, in spite of its immense difficulties, it manages to maintain electoral freedom for the most people of any country on Earth.

► **Exercise 1** Add semicolons as needed. Cross out semicolons used incorrectly, using the delete (✓) symbol. If the sentence is correct as written, write *C* in the blank.

- \_\_\_\_\_ Many people enjoy feeding birds at a backyard feeder in the winter; the sight of cardinals, chickadees, and nuthatches is a reminder that spring is just around the corner.
- \_\_\_\_\_ 1. A prehensile tail, one that can grasp or wrap around things, has proven to be a valuable aid to survival for many species the North American opossum and South American spider monkey are two animals that have this type of tail.
- \_\_\_\_\_ 2. George Frederick Handel, the German-born English composer of the eighteenth century, is best known for his oratorios, such as *Messiah* and *Solomon* but he was also a master of instrumental music, as his two series of concerti grossi and his ceremonial suites show.

Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ 3. Brick is a longtime favorite as a building material because of its good looks and sturdiness moreover, it can be virtually free of maintenance.
- \_\_\_\_\_ 4. The sphinx is a fascinating creature from ancient mythology its body was that of a lion, while its head was portrayed as that of a man or woman, ram, or hawk.
- \_\_\_\_\_ 5. The silver-haired senator was considered the *eminence grise* of his party that is, he was its senior statesman, or "gray eminence."
- \_\_\_\_\_ 6. The list of performers for tonight's talent show includes Marty Allerdyce, who will play the piano Jason McPherson, who will do a tumbling routine and the Chang twins, who will juggle items the audience donates.
- \_\_\_\_\_ 7. We will not go along with your plan to disrupt the shareholders' meeting; furthermore, we will oppose it with all our strength.
- \_\_\_\_\_ 8. Self-portraits are among the most powerful of all paintings the self-portraits of Rembrandt and Van Gogh stand out for their revealing intensity.
- \_\_\_\_\_ 9. Hollywood's first great director, although other candidates have been mentioned from time to time, was without a doubt D.W. Griffith the father of such techniques as the fade-out, close-up, and moving camera, Griffith is best known for his film *The Birth of a Nation*.
- \_\_\_\_\_ 10. When Mikhail Gorbachev, a Communist party functionary, became general secretary of the party in 1985, few expected him to be the architect of its dismantling but, by the time he left office in 1991, the Soviet Union was transformed beyond anyone's wildest dreams.
- \_\_\_\_\_ 11. Sonya watched a video the night before the math exam instead of studying consequently, she received a *D* on the test.
- \_\_\_\_\_ 12. The 1980s were glorious years for the National Basketball Association as numerous great players captured the public's imagination, including Magic Johnson, the Los Angeles Lakers' great point guard and leader Larry Bird of the Boston Celtics, whose passing flair and shooting accuracy led his team to three championships and Chicago Bulls guard Michael Jordan, whom many consider the greatest player of all time.
- \_\_\_\_\_ 13. The bald eagle faces a raft of serious challenges to its continued survival nevertheless, in many areas it is beginning to make a comeback.
- \_\_\_\_\_ 14. The mid-nineteenth century saw the rise of nursing as a modern profession; both Florence Nightingale and Clara Barton are pioneers of the field.

Name \_\_\_\_\_

Class

Eng

Date \_\_\_\_\_

## Lesson 78

# Commas and Compound Sentences

NTI - Day 4

Use commas between the main clauses in a compound sentence. Place a comma before a coordinating conjunction (*and, but, or, nor, yet, or for*) that joins two main clauses.

Irish playwright John Millington Synge is known for his dramas about rural Irish life, and his play *The Playboy of the Western World* has become a classic.

You may omit the comma between very short main clauses that are connected by a coordinating conjunction, unless the comma is needed to avoid confusion.

Jose opened the refrigerator and he took out the peanut butter. (clear)

Jose opened the refrigerator and the peanut butter fell on the floor. (confusing)

Jose opened the refrigerator, and the peanut butter fell on the floor. (clear)

► **Exercise 1** Add commas as needed. Cross out commas used incorrectly, using the delete (X) symbol. If the sentence is correct as written, write *C* in the blank.

- \_\_\_\_\_ Heracles has been portrayed in several movies, and his name has come to stand for someone of immense strength.
- \_\_\_\_\_ 1. Ancient Greek mythology tells of many great heroes but the greatest of all must surely be Heracles.
- \_\_\_\_\_ 2. This mighty warrior's father was Zeus, and his mother was a mortal woman named Alcmene.
- \_\_\_\_\_ 3. Many Greek mythological figures were characterized as the children of gods and mortals and they were known as "demigods."
- \_\_\_\_\_ 4. Zeus's wife Hera became angry, when she learned of the baby born to a mortal woman.
- \_\_\_\_\_ 5. Zeus named his son Heracles ("glory of Hera") but the jealous queen of the gods hated her namesake.
- \_\_\_\_\_ 6. Hera sent two snakes to strangle the baby Heracles in his crib, but Heracles awoke and squeezed the life out of the snakes.
- \_\_\_\_\_ 7. From that moment on, people expected marvelous things from the amazing baby and he grew into the world's most powerful man.
- \_\_\_\_\_ 8. Alcmene's husband was King Amphitrion and he taught the young Heracles how to box, wrestle, and make war.

- \_\_\_\_\_ 9. Eurystheus was King of Mycenae but his subject Heracles was much better known and more respected.
- \_\_\_\_\_ 10. Eurystheus grew jealous of Heracles' fame, and ordered him to perform twelve impossibly difficult tasks.
- \_\_\_\_\_ 11. The king hoped that Heracles would be killed performing the dangerous tasks but even these duties proved no match for the great hero.
- \_\_\_\_\_ 12. The tasks Heracles performed have become known as the Twelve Labors of Hercules and any task that seems almost impossibly difficult is today known as "Herculean."
- \_\_\_\_\_ 13. Heracles submitted to the king's command and the first labor he performed was to slay the dreaded lion of Nemea.
- \_\_\_\_\_ 14. The lion could not be killed with weapons but Heracles caught it, and strangled it with his bare hands.
- \_\_\_\_\_ 15. Heracles next killed the fearsome nine-headed Hydra and then he captured alive the golden-horned Hind (deer) of Mount Cerynea.
- \_\_\_\_\_ 16. Perhaps Heracles' most wonderful labor was, cleaning the Augean stables.
- \_\_\_\_\_ 17. These stables housed 3000 head of cattle, and had not been cleaned for thirty years but Heracles knocked a hole in the stable wall, and diverted two mighty rivers to rush through, and clean the filthy stables.
- \_\_\_\_\_ 18. The hero performed numerous other fabulous feats but still Eurystheus thought of more to challenge Heracles.
- \_\_\_\_\_ 19. Heracles was able to fetch the golden apples of the Daughters of the Night, by tricking the Titan Ajax.
- \_\_\_\_\_ 20. The final labor was to bring to Eurystheus the three-headed dog who guarded the entrance to the Underworld, yet even the forces of the dead proved no match for the hero.
- \_\_\_\_\_ 21. When he had completed all twelve labors, Heracles was more famous and admired than ever, and the jealous King Eurystheus was forced to leave the hero alone.



Name \_\_\_\_\_

Class Eng Date \_\_\_\_\_

## Lesson 79

# Commas in a Series and Between Coordinate Adjectives

NTI - Day 5

Use commas to separate three or more words, phrases, or clauses in a series when they are not connected by conjunctions.

The lights blinked, flickered, and went out.

Shelley bought soft drinks, potato chips, and gingersnaps for the party.

I checked the windows, Denise pulled the curtains, and Dad turned out the lights.

Do not use commas to separate nouns used in pairs (*thunder and lightning, salt and pepper, bread and butter*) that are considered single units. The paired nouns are set off from other nouns or groups of nouns in a series, however.

The weather forecast called for cooler temperatures, thunder and lightning, and showers starting tonight.

Place a comma between coordinate adjectives that precede a noun. Coordinate adjectives modify a noun equally. To discover whether adjectives are coordinate, reverse their order or put the word *and* between them. If the sentence still sounds natural, the adjectives are coordinate.

The tall, thin, red-haired player on the other team was really good.

If adjectives preceding a noun sound unnatural with their order reversed or with *and* between them, do not use commas. Generally, adjectives that describe size, shape, age, and material do not need to be separated by commas.

Mindy painted a big round face on the mural.

► **Exercise 1** Add commas as needed. Cross out commas used incorrectly, using the delete (X) symbol. If the sentence is correct as written, write *C* in the blank.

- \_\_\_\_\_ Reading writing and 'rithmetic were referred to as, the three R's.
- \_\_\_\_\_ 1. The nimble wily stealthy ferret eyed the rabbit cautiously.
- \_\_\_\_\_ 2. Peter opened the world almanac checked the index and identified the capital of Rwanda.
- \_\_\_\_\_ 3. The illustrator had drawn the dogs dressed in shoes, and socks, trousers, and sportcoats.
- \_\_\_\_\_ 4. The hat cost twenty-six dollars the shirt cost another forty dollars and the shoes were priced at thirty-eight dollars.
- \_\_\_\_\_ 5. The ballet dancers were graceful athletic and suggestive of the animals they were portraying.
- \_\_\_\_\_ 6. Interested people can give their applications to Jill Jones Lucy Mason, or me.
- \_\_\_\_\_ 7. The cafeteria is serving grilled cheese sandwiches applesauce, and carrot sticks today.

Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ 8. The pen scratched across the paper, and then ran out of ink.
- \_\_\_\_\_ 9. The French flag is blue, and white, and red.
- \_\_\_\_\_ 10. The king considered the rebels outlaws, scoundrels, and good-for-nothings.
- \_\_\_\_\_ 11. Break the eggs into a bowl, beat them lightly with a fork and then add the melted butter.
- \_\_\_\_\_ 12. The wind became calm, and gentle as night fell.
- \_\_\_\_\_ 13. The sad, angry, contestant walked slowly off the stage.
- \_\_\_\_\_ 14. Lena and Heather researched, wrote, and presented their analysis of the election of 1994.
- \_\_\_\_\_ 15. Mr. Denune has a valuable, foreign coin collection.
- \_\_\_\_\_ 16. Thomas Hardy's *Tess of the d'Urbervilles* is a poignant hard-hitting novel of life in rural England at the end of the nineteenth century.
- \_\_\_\_\_ 17. Among the different types of lettuce available at our grocery store are iceberg, endive, red leaf, and romaine.
- \_\_\_\_\_ 18. The little brown dog sitting by the corner can catch balls in its mouth.
- \_\_\_\_\_ 19. Children are taught to stop look and listen before crossing a street.
- \_\_\_\_\_ 20. A loud, smelly truck pulled into our driveway and turned around.
- \_\_\_\_\_ 21. Dad thinks he lost his wallet at either the office the swimming pool, or the drug store.
- \_\_\_\_\_ 22. Mom and I saw a gigantic, brown insect near the drain in the basement.
- \_\_\_\_\_ 23. The piece began with a clash of cymbals then the trumpets played a fanfare, and the violins introduced the main theme.
- \_\_\_\_\_ 24. The reviewer described the new movie as, action-packed thrilling and breathtakingly realistic.
- \_\_\_\_\_ 25. The Cajun menu features crayfish casserole, red beans and rice, and poor boy sandwiches.
- \_\_\_\_\_ 26. Uncle Dan offered Mom Dad and me the extra tickets to the boat show.
- \_\_\_\_\_ 27. The material Mom chose for the skirt is soft and smooth and warm.
- \_\_\_\_\_ 28. Horacio ran into Mark Devin and Khalid at the mall near the music store.
- \_\_\_\_\_ 29. The smoke from the campfire curled upward, mingled with the leaves on the trees and disappeared.
- \_\_\_\_\_ 30. The gardener dug the hole placed the tulip bulb at the proper depth and covered it with a mixture of dirt and compost.

Name \_\_\_\_\_

Class Eng Date \_\_\_\_\_

## Lesson 80

# Commas with Nonessential Elements, Interjections, Parenthetical Expressions, and Conjunctive Adverbs

NTI - Day 6

Use commas to set off participles, infinitives, appositives, and their phrases if they are not essential to the meaning of the sentence. If they are essential to the meaning, do not set them off with commas.

He smiled broadly, waiting for teammates to congratulate him. (nonessential participial phrase)

To go on every one of the club's hikes is my goal. (As the subject of the sentence, the infinitive phrase is essential to the meaning of the sentence.)

Twain's novel *The Adventures of Huckleberry Finn* also takes place on and along the Mississippi River. (If commas were used to set off the essential appositive, *The Adventures of Huckleberry Finn*, the implication would be that this was Twain's only novel, which is not the case.)

Use commas to set off a nonessential adjective clause, but do not use commas to set off an adjective clause that is essential.

Madison, which is in the south-central part of the state, is the capital of Wisconsin. (*Which is in the south-central part of the state* is extra information.)

Tourists who are not fond of cold weather should think twice about vacationing in Alaska. (*Who are not fond of cold weather* is essential to the meaning.)

Use commas to set off interjections (such as *oh* and *well*), parenthetical expressions (such as *on the contrary*, *in fact*, and *on the other hand*), and conjunctive adverbs (such as *however*, *moreover*, and *consequently*).

Well, I guess that's the end.                      I hope we play better tomorrow, however.

► **Exercise 1** Add commas as needed. Cross out commas used incorrectly, using the delete (X) symbol. If the sentence is correct as written, write *C* in the blank.

- \_\_\_\_\_ Anyone, who would like to join the drama club, should see Mr. Stayman after school this week.
- \_\_\_\_\_ 1. Mr. Norman, who is a former pro football player, is helping to coach the junior varsity team this year.
- \_\_\_\_\_ 2. Bushido the code of honor of the Japanese samurai warriors was the subject of the professor's lecture.
- \_\_\_\_\_ 3. It's one of Marielle's dreams, to see the Chicago Bulls with Michael Jordan.
- \_\_\_\_\_ 4. Susannah, to tell the truth, is not the world's most diligent student.

Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ 5. To get an A in Ms. Montenegro's algebra class, requires doing your homework every night.
- \_\_\_\_\_ 6. I prefer eating in a booth, to sitting at the counter.
- \_\_\_\_\_ 7. Oh, I guess you can join us if you want to.
- \_\_\_\_\_ 8. Maria caught a steelhead which is a kind of trout as well as some rainbow trout.
- \_\_\_\_\_ 9. Hikers, who are not prepared for changes in weather, usually pay the price by getting cold, hot, or wet.
- \_\_\_\_\_ 10. Sir Richard Burton, the English explorer of the nineteenth century, tried unsuccessfully to discover the source of the Nile River.
- \_\_\_\_\_ 11. That orange cat, climbing along the fence, has been yowling all night long!
- \_\_\_\_\_ 12. With around 10 million people the Egyptian capital Cairo is the largest city in Africa.
- \_\_\_\_\_ 13. Her brother will see any movie, that gets a thumbs up from the reviewer on Channel 34.
- \_\_\_\_\_ 14. I don't care for that song to be perfectly frank.
- \_\_\_\_\_ 15. Volleyball players, who can spike as she can, are few and far between.
- \_\_\_\_\_ 16. *Jane Eyre* was written by Charlotte Brontë who is Emily Brontë's older sister.
- \_\_\_\_\_ 17. Any car that starts only half the time is not very useful.
- \_\_\_\_\_ 18. A photo essay however is a good way to use several photographs in one layout.
- \_\_\_\_\_ 19. The credit card company, that sent me the application letter, must not know that I'm only in high school!
- \_\_\_\_\_ 20. The captured soldier waited quietly, hoping for the best but preparing for the worst.
- \_\_\_\_\_ 21. The author Raymond Chandler is best known for his detective stories featuring the sleuth Philip Marlowe.
- \_\_\_\_\_ 22. Would you like, to go to the beach with my family next weekend?
- \_\_\_\_\_ 23. Darcie's brother has blond hair, while her sister on the contrary, has flaming red hair.
- \_\_\_\_\_ 24. *Meet the Beatles* the Beatles' first U.S. album was one of the fastest-selling albums of all time.
- \_\_\_\_\_ 25. Pete's mom ordered cappuccino a kind of coffee with steamed milk after the meal.

Name \_\_\_\_\_

Class

Eng

Date \_\_\_\_\_

## Lesson 81

# Commas and Introductory Phrases

NTI - Day 7

Use a comma after a short introductory prepositional phrase only if the sentence would be misread without the comma.

In the barn, cats hunt for mice. (The comma is needed to prevent misreading.)  
In the barn we store hay and farm equipment. (comma not needed)

Use a comma after a long prepositional phrase or after the final phrase in a succession of phrases.

At the bottom of the painting in the first room, I saw the artist's signature.  
At the bottom of the painting in the first room was the artist's signature.

Use commas to set off introductory participles and participial phrases.

Singing, the protesters marched down the street.  
Scampering quickly across the road, the groundhog avoided the car.

Do not use a comma if the phrase is immediately followed by a verb.

► **Exercise 1** Add commas as needed. Cross out commas used incorrectly, using the delete (X) symbol. If the sentence is correct as written, write *C* in the blank.

- \_\_\_\_\_ Studying old pictures and drawings about the American Revolution, I learned quite a bit about the uniforms worn by the various armies.
- \_\_\_\_\_ 1. During the American Revolution at the end of the 1700s soldiers from four different countries did most of the fighting.
- \_\_\_\_\_ 2. Of the four two are most familiar to Americans today.
- \_\_\_\_\_ 3. Risking his life almost daily for less than seven dollars a month the American infantryman was the heart of George Washington's Continental Army.
- \_\_\_\_\_ 4. Without standard uniforms or weapons for most of the war, American infantrymen often wore their civilian clothes.
- \_\_\_\_\_ 5. In 1778, the Continental Army received a shipment of blue and brown coats from France.
- \_\_\_\_\_ 6. For most it was the first time they had seen anything like an official uniform.
- \_\_\_\_\_ 7. Sporting their homespun shirts, jackets, and coats the Americans would never be confused with the splendidly dressed redcoats of the British army.
- \_\_\_\_\_ 8. Contrasting sharply with the shabbily clothed Americans, were the British soldiers.
- \_\_\_\_\_ 9. In the British army of the Revolutionary period, the uniforms were quite elaborate.

Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ 10. Wearing their distinctive hats British soldiers were often blinded by the sun since they had no visors.
- \_\_\_\_\_ 11. Around their necks the soldiers wore stiff collars and leather neck pieces.
- \_\_\_\_\_ 12. Only with difficulty, was a redcoat able to turn his head.
- \_\_\_\_\_ 13. Carrying their regimental flags into battle, the British redcoats were often a splendid sight.
- \_\_\_\_\_ 14. Toward the end of the war French soldiers became a common sight.
- \_\_\_\_\_ 15. Dazzling in their white uniforms trimmed with light blue, yellow, or pink the French soldiers were also seasoned veterans and good fighters.
- \_\_\_\_\_ 16. Ridiculing the elegance of the French uniforms, cartoons appeared in British newspapers and magazines.
- \_\_\_\_\_ 17. Throughout the war Britain hired German soldiers called *mercenaries* to reinforce their own army.
- \_\_\_\_\_ 18. Wearing blue or green uniforms depending on their rank and job the German mercenaries were also feared fighters.
- \_\_\_\_\_ 19. Of all the German mercenaries to fight in the war the largest number came from the state of Hesse-Cassel.
- \_\_\_\_\_ 20. For this reason all German mercenaries came to be known as "Hessians."

► Exercise 2 Place a check beside each sentence that uses commas correctly.

- Using history books, maps, and a calendar, we planned our trip.
- \_\_\_\_\_ 1. With a good guide book and a detailed road map, a history buff can take a very interesting vacation exploring battlefields and other sites from the American Revolution.
- \_\_\_\_\_ 2. From Maine in the North to Georgia in the South the eastern seacoast is filled with fascinating reminders of the War of Independence.
- \_\_\_\_\_ 3. Befitting its location as a colonial crossroads, Pennsylvania is home to many important Revolutionary War sites.
- \_\_\_\_\_ 4. Among the most popular Revolutionary War sites, is Valley Forge.
- \_\_\_\_\_ 5. Lying about 20 miles northwest of Philadelphia Valley Forge was the winter camp of Washington's army.
- \_\_\_\_\_ 6. In this eastern Pennsylvania stronghold, the bedraggled Continental Army spent the unusually harsh winter of 1777-78.

Name \_\_\_\_\_

Class Eng Date \_\_\_\_\_

## Lesson 82

# Commas and Adverb Clauses and Antithetical Phrases

NTI - Day 8

Use commas to set off all introductory adverb clauses and to set off internal adverb clauses that interrupt the flow of a sentence. Generally, do not set off an adverb clause at the end of a sentence unless the clause is parenthetical or it would be misread without the comma.

Since the concert had already started, we had to wait in the lobby.  
David, after he had been accepted into the program, threw his hat into the air and whooped!  
Dad was disappointed because he had to miss my softball game.

Use commas to set off an antithetical phrase. In an antithetical phrase a word such as *not* or *unlike* qualifies what precedes it.

Melanie, **unlike** her brothers, enjoys sports.

► Exercise 1 Underline each adverb clause. Circle each antithetical phrase. Add commas as needed.

The guidance counselor said I'd have to take algebra but not calculus, if I want to attend college.

1. After Heather watered the amaryllis plant, she dropped the watering can.
2. My mom enjoys logging on to her computer whenever she wants.
3. Oak, hickory, and ash, unlike softwoods such as pine and spruce, make good firewood.
4. Before you decide what to eat, let's ask the waiter about the specials.
5. This answer, if it is true, could be of great importance.
6. Melinda decided to build the rocking chair, although she had never bent wood before.
7. Wherever the cat goes, the puppy follows, nipping at the cat's tail.
8. Joel, not Joe, was the name called.
9. His essay, since it was turned in late, received a lower grade.
10. The rider promised not to use spurs on the horse unless it was absolutely necessary.
11. Whether it rains or not, I expect the weather will remain hot and humid.
12. She didn't tell him the news because it was of no interest to him.
13. Dolphins and porpoises, in contrast to sharks, are not fish.
14. As the boat sailed off into the setting sun, we waved farewell to the tropical paradise.
15. My little sister and her friends stayed out sledding in the snow until they were almost frozen!

Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

16. The contest was structured so that all entrants would have an equal chance of winning.
17. My coffee table when finished will have seven coats of varnish.
18. As long as there are people like Mr. Sanchez involved in the effort no one will be disappointed.
19. Unlike English Latin and Russian are heavily inflected languages, which means they add endings to words to change their meaning.
20. Our committee raised the question in order that the whole class could discuss it.
21. If you take my advice you'll forget the whole thing.
22. Call me as soon as you can!
23. While the house burned the owner sat paralyzed with grief and shock.
24. Unless this city institutes a recycling program it will not be eligible for the grant money from the state.
25. William McKinley although he is usually considered a good president was not a great one.
26. When I ripped my new anorak on a nail I was able to mend it with some nylon thread.
27. Jon's father not his mother came to the performance last evening.
28. Brian tried out for the hockey team because he wanted to.
29. Uncle Tim after he decided to go fishing couldn't remember where he had put his gear.
30. The dancing kite went wherever the wind blew it.
31. The decision whether you agree with it or not will become the official policy of the government.
32. The new Chinese restaurant on Third Street although not expensive was delightful.
33. Although they had difficulty with the weather, the mountain climbers vowed to push on.
34. A goat as opposed to a sheep usually prefers to browse, or eat leaves from bushes and trees.
35. Arrange the bedroom furniture where it looks best.



Name \_\_\_\_\_

Class Eng Date \_\_\_\_\_

## Lesson 83

# Commas with Titles, Addresses, and Numbers

NTI - Day 9

Use commas to set off titles when they follow a person's name.

Benazir Bhutto, prime minister of Pakistan, visited the White House yesterday.

Use commas after the various parts of an address, a geographical term, or a date.

The advertisement said that entries should be sent to Sweepstakes, 440 Park Avenue South, New York, NY 10016.

When my aunt was in the Peace Corps, she worked in Ouagadougou, Burkina Faso. Abraham Lincoln was shot on April 14, 1865, and died the next morning.

A comma is not used when only the month and the day or the month and the year are given.

In July 1776 the Declaration of Independence was signed in Philadelphia. July 4 has become the American national holiday.

Use commas to set off the parts of a reference that direct the reader to the exact source.

The Drama Club performed Act 5, Scene ii, of Shakespeare's *Macbeth*. You'll find the answer to that question in Part Three, Chapter 89, page 768.

### ▶ Exercise 1 Place a check (✓) beside each sentence that uses commas correctly.

- The surprise comes in Act 4, Scene ii, of that melodrama.
- \_\_\_\_\_ 1. Robin's new address is 4789 Speight Avenue Waco Texas 76711
- \_\_\_\_\_ 2. Marielle's birthday is August 16, 1977.
- \_\_\_\_\_ 3. Grover Cleveland, governor of New York was elected president of the U.S. two different times.
- \_\_\_\_\_ 4. Stockholm, Sweden is a lovely city built on hundreds of islands.
- \_\_\_\_\_ 5. In July, 1956 a Swedish ship, the *Stockholm*, and an Italian one, the *Andrea Doria*, collided off the coast of Massachusetts.
- \_\_\_\_\_ 6. In "Ode on a Grecian Urn," lines 49-50, what does poet John Keats say about truth and beauty?
- \_\_\_\_\_ 7. The association has its headquarters at 198 Cross Street, Ypsilanti, Michigan 48198.
- \_\_\_\_\_ 8. The parade has been rescheduled for Saturday November 30, 1996.
- \_\_\_\_\_ 9. Mount Saint Helens, a volcano in the state of Washington, erupted in May 1980.
- \_\_\_\_\_ 10. Daniel Webster, senator from Massachusetts, was an outspoken opponent of slavery in the years before the Civil War.

- \_\_\_\_\_ 11. Franklin Roosevelt was elected president for an unprecedented third time in November, 1940.
- \_\_\_\_\_ 12. Victoria British Columbia, is known for its magnificent public gardens.
- \_\_\_\_\_ 13. The last game of the season is against Ridgedale High on November 12.
- \_\_\_\_\_ 14. The package Mr. Dawson received had a return address of 2 Main Street, Vandalia, Ohio, 45377
- \_\_\_\_\_ 15. The speech that begins "To be, or not to be" can be found in Act 3 Scene i of Shakespeare's *Hamlet*.
- \_\_\_\_\_ 16. Michael leaves for boot camp on August 2.
- \_\_\_\_\_ 17. The motion was introduced by Lucille Montoya councilwoman from the Fourth Ward.
- \_\_\_\_\_ 18. Madison, Wisconsin is named after the fifth president of the United States, James Madison.
- \_\_\_\_\_ 19. Devastating floods struck Johnstown, Pennsylvania, in 1889, 1936, and 1977.
- \_\_\_\_\_ 20. My grandmother still talks about how hot the weather was during August, 1957.

► Exercise 2 Add commas as needed. Cross out commas used incorrectly, using the delete (X) symbol. If the sentence is correct as written, write C in the blank.

- \_\_\_\_\_ Jason hopes to get out of the navy in July<sup>Y</sup>1998.
- \_\_\_\_\_ 1. Dad's work address is 400 Office Park Drive Birmingham Alabama 35223.
- \_\_\_\_\_ 2. This year Independence Day will be celebrated on July 5.
- \_\_\_\_\_ 3. Is there anyone who hasn't seen the terrifying film of the zeppelin *Hindenburg* as it caught fire on, May 6 1937?
- \_\_\_\_\_ 4. The Law Day address will be given by Ms. Phyllis Anderson, judge of the First Circuit Court of Appeals.
- \_\_\_\_\_ 5. One of the world's most famous buildings is the opera house in Sydney Australia.
- \_\_\_\_\_ 6. Book 2 Chapter 17 of George Eliot's *Middlemarch* focuses on Mr. Farebrother, the minister of the local church.
- \_\_\_\_\_ 7. The charter of the United Nations took effect on October 24 1945.
- \_\_\_\_\_ 8. Lyndon Johnson vice president of the United States became president when John F. Kennedy was assassinated.
- \_\_\_\_\_ 9. Ludwig van Beethoven was born in Bonn, Germany.
- \_\_\_\_\_ 10. Send your letter to Frank Thomas, Chicago White Sox 333 West 35th Street Chicago Illinois 60616.

Name \_\_\_\_\_

Class

Eng

Date \_\_\_\_\_

NTI - Day 10

## Lesson 84

# Commas with Direct Address, Tag Questions, and Letter Writing

Use commas to set off words or names used in direct address.

Mom, would you like to attend my high school graduation dinner with me?  
Hey, man, that's an incredibly cool guitar!  
Thank you for your help, Mr. Chang.

Use commas to set off a tag question.

I didn't see you at Computer Universe yesterday, did I?  
Marshall ate all the cashews, didn't he?

Place a comma after the salutation of an informal letter and after the closing of all letters.

Dear Uncle Alex,      Dear Stacey,      Love,      Sincerely,

Use the following style for the heading of a letter:

1908 Coventry Avenue  
Alexandria, Virginia 22314  
September 6, 1995

► **Exercise 1** Add commas as needed. Cross out commas used incorrectly, using the delete (X) symbol. If the item is correct as written, write C in the blank.

- \_\_\_\_\_ Walter, how on earth do you expect me to read this messy letter?
- \_\_\_\_\_ 1. The aliens in the movie will definitely return for more hostages won't they?
- \_\_\_\_\_ 2. I don't know Christy when was the neutron discovered?
- \_\_\_\_\_ 3. Dear James
- \_\_\_\_\_ 4. Your brother doesn't plan to major in music, does he?
- \_\_\_\_\_ 5. Yes my friend relations between our two countries have never been better.
- \_\_\_\_\_ 6. Listen pal I wouldn't touch that electric wire if I were you.
- \_\_\_\_\_ 7. You won't forget to call us as soon as you have any news will you?
- \_\_\_\_\_ 8. Love Mom
- \_\_\_\_\_ 9. Hey Grandpa, tell me about when Joe Namath guaranteed that his New York Jets would win the Super Bowl!
- \_\_\_\_\_ 10. I don't suppose I could have another slice of your delicious rhubarb pie could I, Ms. Wheeler?

Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_\_\_ 11. Bad dog Spot—just look what you’ve done to my tennis racquet!
- \_\_\_\_\_ 12. This tape player doesn’t need the expensive kind of batteries does it?
- \_\_\_\_\_ 13. Dear, Ben
- \_\_\_\_\_ 14. We’ll make it in time to see the start of the game won’t we?
- \_\_\_\_\_ 15. No, Ms. Palmer, we won’t forget to turn off the flames under the Bunsen burners when we’re finished with the experiment.
- \_\_\_\_\_ 16. Andie won’t leave without us for the camp site will she?
- \_\_\_\_\_ 17. Your friend Jordan
- \_\_\_\_\_ 18. You’re welcome to join us for dinner on the eighteenth Aunt Julia.
- \_\_\_\_\_ 19. Those broken twigs weren’t there when we passed this spot this morning were they?
- \_\_\_\_\_ 20. My dear nephew
- \_\_\_\_\_ 21. Rick should be spending more time on his history essay shouldn’t he?
- \_\_\_\_\_ 22. Governor we recommend that you veto this bill because of several unclear passages in the third section.
- \_\_\_\_\_ 23. You wouldn’t be interested in purchasing a magazine subscription would you?
- \_\_\_\_\_ 24. Cordially, Elaine Nakamura
- \_\_\_\_\_ 25. Come here Pete.
- \_\_\_\_\_ 26. Sincerely, Aunt Kathleen,
- \_\_\_\_\_ 27. Marcie’s guinea pig can’t get out of her cage can she?
- \_\_\_\_\_ 28. I did a few of the problems on page 290 for extra practice Mr. Deksulthorn.
- \_\_\_\_\_ 29. Your, best bud Mark
- \_\_\_\_\_ 30. Your Honor I strongly object to that remark as prejudicial to the jury.
- \_\_\_\_\_ 31. I already cleaned that bunch of spinach didn’t I?
- \_\_\_\_\_ 32. Thanks Cara
- \_\_\_\_\_ 33. No, sir I’m certain I didn’t hear anything in the shed on the night in question.
- \_\_\_\_\_ 34. Dear Dad
- \_\_\_\_\_ 35. That car in the parking lot runs on natural gas instead of gasoline, doesn’t it?
- \_\_\_\_\_ 36. Father Andrew, we’d love to have you sit at our table during the reception.
- \_\_\_\_\_ 37. You could give me a hand with those hay bales couldn’t, you?
- \_\_\_\_\_ 38. Yes Officer, I understand how important it is to wear my seat belt at all times.